

**IDAHO REAL ESTATE COMMISSION'S**  
**EDUCATION EXCHANGE**  
NEWS YOU CAN USE FROM THE EDUCATION DEPARTMENT  
JUNE 24, 2008

VOLUME 3 ISSUE 3

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**INSTRUCTOR DEVELOPMENT WORKSHOP 2008**

**A big thank you to Jennie Page, Linda Yordy, TJ Angstman, Doug Marfice, Miguel Legarreta, Jayme Wheeler and Anne Altman who made the workshop a success this year! Congratulations to Mike Gamblin, Idaho Real Estate School, for receiving the Excellence in Education award. Thank you Mike, for every thing that you do!**



Save the Date!

The 2009 Instructor Development Workshop will be held at the Boise Hilton  
Garden Inn located at:  
7699 W Spectrum St., Boise ID 83709  
May 19-20, 2009

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The Education Department would like to welcome the following Courses and Providers that have been recently certified. For more information about these Courses and Providers, please visit: <http://www.irec.idaho.gov>

## **New Courses**

E0577-0408 Small Investment Property Analysis  
E0578-0408 What Every Agent Should Know  
E0579-0408 Successful Selling in Modern Markets  
E0580-0408 Understanding a Section 1031 Tax Deferred Exchange  
E0581-0408 2008 SIOR Spring Convention  
E0582-0408 Basics of Real Estate Taxation  
E0583-0408 Breaking Barriers: Fair Housing  
E0584-0408 Foundation of Real Estate Finance  
E0585-0408 From Contract Keys: The Mortgage Process  
E0586-0408 Generation X-the Emerging Buyer of Today  
E0587-0408 Keeping it Honest: Understanding Real Estate & Mortgage Fraud  
E0588-0408 Real Estate Appraisal for Agents  
E0589-0408 Gearing Up In A Turnaround Market  
E0590-0408 The Short Sale Process  
E0591-0408 Current Issues in Mortgage Lending



## **New Courses Continued**

E0592-0408 Rights and Limitations of Property Ownership  
E0593-0408 ABC's of CMA's (a residential building)  
E0594-0408 The Green Housing Market  
E0595-0408 Development Process in a Changing Market  
E0596-0408 Generation X  
E0597-0408 Listings!  
E0598-0408 Jump Start: Progressive Sales Training  
E0599-0408 Real Estate Market Charts, Statistics for the Treasure Valley  
E0600-0508 Predatory Mortgage Lending  
E0601-0508 Using Real Estate & Related Investments Inside IRA's & Other Qualified Plans  
E0602-0508 Understanding Title Insurance  
E0603-0508 Pitfalls & Possibilities: Presenting and Negotiating Contracts  
E0604-0508 1031 Exchanges "In A Nutshell"  
E0605-0508 Residential P & S Agreements Part 1  
E0606-0508 Residential P & S Agreements Part 2  
E0607-0508 Understanding Credit and Improving Credit Scores  
E0608-0508 Community Housing for Real Estate Professionals  
E0609-0508 Procuring Cause: Unraveling the Mystery  
E0610-0508 Shift Happens: Adapting to the Shifting Communication Needs of Today's Consultant  
E0611-0508 Great Photography=Quicker Sales  
E0612-0508 Successful Open Houses  
E0613-0508 From Loan to Foreclosure 101.02  
E0614-0608 Title Insurance  
E0615-0608 Advanced 1031 Exchange Strategies for Your Clients  
E0616-0608 The Fundamentals of Construction Contracts: Understanding the Issues  
E0617-0608 Short Sales and Non-Judicial Foreclosure Sales  
E0618-0608 Seniors Need Housing Too!  
E0619-0608 Landlord and Tenant Law  
E0620-0608 Real Estate Data Analysis  
E0621-0608 Understanding Land and Title Surveys  
E0622-0608 Short Sales  
E0623-0608 Current Issues in Mortgage Lending  
E0624-0608 RESPA (Real Estate Settlement Act)  
E0624-0608 1031 Exchange-Intermediate  
E0625-0608 1031 Strategies for the Savvy Investor

### **New Providers**

CE Forward, Inc  
ETR Eco Trained Realtor Real Estate School  
Summit 1031 Exchange  
Townsend Real Estate School  
Windermere Education Mountain West



### **Welcome, JoAnn Benavidez!**

JoAnn Benavidez is the newest member of the Education Department. She was born and raised in Rupert, Idaho and has lived most of her life in Idaho. She resides in Boise with her husband and has 3 adult children. She is Bilingual in the English and Spanish languages and brings with her a multi-faceted experience in the Business Administration field from such areas as INEL Contracting, the Court system, the Idaho Education system as well the Blood Banking business. Her number one passion is in the computer field. Her hobbies include fishing, reading and family time.



FYI

## Notes from Mandy Frary, Education Director:

### **PROVIDERS**

We have had many complaints and a general unawareness of provider duties. I wanted to take this opportunity to remind you of some of your responsibilities. As an Idaho certified provider, you are responsible for:

1. **Choosing a qualified Instructor.** It is up to the provider to check an instructor's qualifications and capabilities. Ask for references or previous evaluations.
2. **Schedule and advertise the event.** This includes notifying the Commission of the intended day through the scheduling process. We will even advertise it for you! Be sure that all advertisements have the Idaho approval number listed somewhere.
3. **Course Materials.** You are responsible for ensuring there are accurate course materials for all participants and that those materials include the IREC ATTENDANCE POLICY.
4. **Attendance Policy.** Providers are responsible for strictly enforcing the attendance policy. The instructor should be involved in this process, but ultimately it falls on the provider's shoulders.
5. **Instructor Evaluations.** You must collect the instructor evaluations. Please make them available to the instructor at a later time. Evaluations are a valid way for instructors to learn areas of improvement. All evaluations must be kept for ONE year and be made available to the IREC upon request. The IREC is now sending out supplemental provider and instructor evaluations to a random selection of students in every class.
6. **Course Completion Certificates.** All participants should receive a Course Completion Certificate upon satisfactory completion of the class. The certificate needs to have the participant's name, course taken, Idaho approval number, date taken, and instructor.
7. **Course Completion Lists.** There is a new Course Completion List (CCL). Please be sure you have it and are using it. All old, modified or incomplete forms will be returned. You have 5 days from the completion of the class to email the CCL to us at [coursecompletionlist@irec.idaho.gov](mailto:coursecompletionlist@irec.idaho.gov).

**Providers not following through with all IREC policies will be given a 30 day notice to correct the deficiencies. If not corrected in that time, the IREC will take a formal action to withdraw the Provider Certification. If you have any question about your duties, please consult the Education & Certification Policy or contact us in the Education Department at 208-334-3285.**



# High Points on Law Changes



Here are some changes to the law that will affect prelicense, CE, and provider requirements.

1) The time to complete prelicense courses has changed from five (5) years to three (3) years.

Reference: 54-2022(2)(5)  
Reference: 54-2023(5)(d)(e)(ii)(iii)

2) Providers now only have to keep student records for five (5) years.

Reference: 54-2027(5)(a)

3) Instructors are required to adhere to the Minimum Teaching Standards.

Reference: 54-2033(3)

This will mean that any prelicense courses completed on or before June 30, 2008 will count for five (5) years and any prelicense courses completed on or after July 1, 2008 will be good for three (3) years.

## **IMPORTANT INFORMATION!!**

### **EDUCATION & CERTIFICATION POLICY**

[HTTP://WWW.IREC.IDAHO.GOV/EDUCATION.HTML](http://www.irec.idaho.gov/education.html)

### **MINIMUM TEACHING STANDARDS**

[HTTP://WWW.IREC.IDAHO.GOV/EDUCATION.HTML](http://www.irec.idaho.gov/education.html)

### **NEW!-AGENCY DISCLOSURE BROCHURE-NEW!**

[HTTP://WWW.IREC.IDAHO.GOV/MAGAZINE.HTML](http://www.irec.idaho.gov/magazine.html)  
(EFFECTIVE JULY 1, 2008)

**PLEASE INFORM YOUR STUDENTS THEY CAN REGISTER  
ONLINE TO CHECK EDUCATION RECORDS AND LICENSE/  
FINGERPRINT STATUS.**

### **Licensee Search and Online Services**

Please register with IREC's New Online Services by going to [www.irec.idaho.gov](http://www.irec.idaho.gov). On IREC's home page you will see a line that states "New IREC Online Services have arrived! Register 'here'."

1. Click on the word "here".

2. Fill in the form. Every field is required.

3. Once the form is filled out, click on the button at the bottom left hand corner of the page "create account".

4. Within a half hour you should receive an e-mail with your password, at the e-mail address you provided to create the account. (If you don't, check your junk mail folder.)

5. Once you have received your password, you can go to the Online Services page and log in.

6. To log in, go to the "Licensee Search and Online Services".

7. On the Online Services page, you will see a place on the top right hand side to enter your username and password and a button to click to log in.

You will be able to check your fingerprints, education, errors and omission insurance, and license history. You will also be able to change your address, renew your license, as well as print the license.

**You must have pop-ups and cookies enabled, and you must have Adobe Flash installed on your computer.**

### **EDUCATION EXCHANGE MISSION STATEMENT**

The purpose of the Education Exchange is to promote communication and generate ideas between the Idaho Real Estate Commission, Providers, and Instructors. As regulatory body, it is not the Commission's intent to advertise a particular provider, course, or instructor.